



Arab Resource Center for Popular Arts  
(ARCPA/ AL-JANA)

# Partner Assessment Application Template

## *Youth Component*

Submission Date: dd, mm, 2023

### I. Contact Details

<b>Name of Organization</b>	
<b>Organization's e-mail</b>	
<b>Address</b>	
<b>Date of establishment</b>	
<b>Telephone Number</b>	(+961)
<b>Name and Title of Authorized Representatives</b>	
<b>Name and Title of Main Contact Person</b>	
<b>Email of Contact Person</b>	
<b>Telephone of Contact Person</b>	
<b>Organization Website</b>	
<b>Facebook Page</b>	
<b>Other social media accounts</b>	

## II. Organization Details

### 2.1 Overview and organization's mission and vision

[minimum of 80 words]

### 2.2 Organizational chart / Organigram

[Attach document]

### 2.3 Background and expertise in Youth Activities

[Description of current and previous programs or projects or activities, main target group]

### 2.4 Organization's core team

[Who will be involved in this project, indicating title, background, and experience and the programme(s) in which the staff member will be working. Please provide the CVs of the main staff members who will be involved in this project as annex]

### 2.5 Please provide the CVs of the organization's core team

## III. Description of Capacities in Compliance with the Requested Evaluation Criteria

### 3.1 Mandatory Criteria

Mandatory Criteria	Explanation
Is the organization legally registered? <i>(Please attach the registration certificate and the bank account details)</i>	Yes:  No:
What is the registration number?	
Please attach the registration document	
Please attach the latest Board certificate	
Do you have a valid bank account under the name of the organization?	Yes:  No:
<i>Please upload the bank registration or supporting documents</i>	
Do you have an annual budget of more than 75,000 USD.	Yes:  No:
Please attach the financial supporting documents	
Do you have a center(s) in a Palestinian refugee camp(s) or major gathering(s) in Lebanon? (if yes, please write a minimum of 100 words)  <i>(Please add details on the existing center(s) and services provided)</i>	
In which camp(s) and gathering(s) is the organization willing to implement the activities? Why are you targeting this/these area(s) in specific	

***Any applicant who misses one or more of the above mandatory criteria will be automatically disqualified and the application will not be considered.***

### 3.2 Partner Criteria

Criteria	Explanation
Do you have 2+ years in demonstrated experience delivering life skills training to youth of different age groups? (if yes, please write a minimum of 50 words)	
Do you have a suitable center to effectively provide services to youth of different age groups? (if yes, please write a minimum of 100 words) - <i>(Please mention number of rooms, size of rooms, etc...)</i>	
Please attach photos of the room(s) and playground(s) used for activities	
Do you have equipment and furniture that are efficient to provide the service properly. (if yes, please write a minimum of 100 words) - <i>(Please mention number of tables, screen projectors, laptops, etc. if available)</i>	
Do you have team members who are experienced in facilitating and delivering youth activities? (if yes, please write a minimum of 50 words) - <i>(Please provide details including years of experience and attended training)</i>	
Do you have professional team member(s) who is experienced in delivering digital skills' trainings (such as, Robotics, App Development, Web Development)? (if yes, please write a minimum of 50 words) - <i>(Please provide years of experience, and attended training).</i>	
Do you have 3+ years of demonstrated experience in supporting community events/initiatives? (if yes, please write a minimum of 100 words)	
Do you have 2+ years of demonstrated experience delivering technical training	

<p>courses. (if yes, please write a minimum of 200 words)</p>	
<p>Do you have an agreement with a certified vocational training institution or the ability to provide certified training? (minimum of 50 words)</p>	
<p>Please select the organizational policies that you have?</p>	<p>HR Policy  Code of Conduct  PSEA  Safeguarding Policy  Child Protection Policy  Anti-Corruption Policy  Conflict of interest Policy  Whistleblowing Policy  Accountability to Affected Population  Compliance Mechanisms  Procurement Policy</p> <p>Other: -----</p>
<p>Do you have experience in working with international donors. <i>(Please provide names, years, implemented project(s) and their budgets)</i></p> <p>(minimum of 100 words)</p>	